

OFFICE OF TRAINING

Operations School  
Headquarters Training

RECORDS OFFICERS COURSE (ROC)

2 - 4 October 1961

OBJECTIVES

1. To give an appreciation of the Agency's CS mission.
2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
3. To emphasize the importance of records and proper records management in the successful performance of the stated mission.
4. To increase awareness of the inter-relationships between the CS mission and records; to sharpen judgment in the handling and disposition of records; and to improve performance of records officers.

Room 113 - Bldg. [REDACTED]

25X1A6d

25X1A9a

[REDACTED] Chief Instructor

Extension 3852

DOC	04	REV DATE	5-1-81	BY	W.C. 92
ORIG COMP		OPI	11	TYPE	01
ORIG CLASS	S	PAGES	05	REV CLASS	C
JUST	22	NEXT REV	2011	AUTH:	HR 10-2

S E C R E T

Monday, 2 October 1961

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0830 - 0900 Administration

0900 - 0950 Records Management Functions

1000 - 1200 Introduction to Creation and Processing  
of CS Records

- A. Opening, amending and closing of  
project files
- B. Modification of and changes on  
index cards
- C. Processing of sensitive materials

1300 - 1450 Introduction to Maintenance and Disposition  
of CS Records

- A. Opening, amending, closing and  
consolidation of 201 dossiers
- B. Destruction of index cards, documents  
and entire files

1500 - 1550 Seminar

1600 - 1700 Study Period

25X1A

Records  
Instructions and Notices

S E C R E T

Tuesday, 3 October 1961

0830 - 0900	Study Period
0900 - 1050	Inter-relationship between CS Mission and CS Records
1100 - 1200	Study Period
1300 - 1350	Misunderstandings of Destruction Process
1400 - 1550	Critique of Exhibits
1600 - 1700	Presentation and Explanation of Destruction Manual

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Exhibits



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Wednesday, 4 October 1961

0830 - 0900	Study Period
0900 - 1000	The Impact of Current Procedures on Future Records System
1010 - 1200	Panel Discussion
1300 - 1500	Course Critique and Administration

